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16 November 1962

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations
1 - 31 October 19621. Cables Processed

a. CIA cables processed totaled 19,062 IN cables, 6,422 OUT cables, 1,618 TD's and 873 miscellaneous items for a total of 27,975 work items. This represents an increase of 3,840 items of 16% more than the 1961 monthly average of 24,135 work items.

b. Non-CIA cables totaled 14,471, an increase of 2,099 or 17% more than the 12,372 monthly average for 1961. The October 1962 total is 1,382 or 11% more than September 1962.

c. The combined work units of CIA and non-CIA Cable Secretariat including miscellaneous and service requests totaled 43,546 items. This is an increase of 6,056 or 16% over the September 1962 total. The Cable Secretariat did a daily average of 1,405 items each 24 hours including Saturday and Sunday. This amounts to a cable a minute.

d. 2,006 cables or 5% of all cables processed were furnished to the Director as compared to 1,188 or 3% for September 1962.

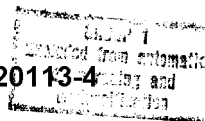
2. Personnel

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25X1A Our operating strength for September was [redacted] personnel, 11 short of our new ceiling of [redacted]. The Office of Personnel is doing all they can to fill these vacancies. They have incumbents awaiting final clearance for almost all of our clerical vacancies. The picture looks good.

3. General

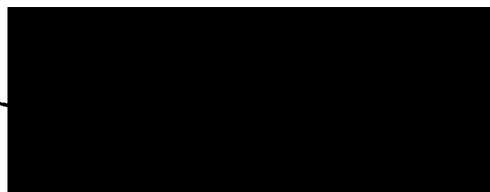
a. I am happy to report that the Cable Secretariat personnel have once again participated 100% to the UGF campaign. The goal though seems more difficult to achieve as time passes.



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3. b. During the week-end of the Cuban Crisis, 27-28 October, we processed a total of 2,408 cables, 1,457 more cables than the average week-end. At one time we had a backlog of 1,100 cables. The total extra overtime used during this crisis amounted to 266 more hours than we normally use. The expenditure was, in my opinion, warranted by the traffic and was a situation over which we had no control. We can't count on such situations and we can't budget overtime for them; however, as they arise, we will meet them in what seems to be at the time the best manner possible.

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